

Cliqbook “Share Trip”

You can share trips that you have booked with other traveler that you have access to.

Go to upcoming trips and click on the trip. From the list select Share Trip.

The screenshot shows the Concur Travel Center interface. The 'Upcoming Trips' tab is selected. A context menu is open for a trip, showing options: Trip Actions, View Itinerary, E-mail Itinerary, View Request, Create Template, Clone Trip, Share Trip, Change Trip, and Cancel Trip. An arrow points to the 'Share Trip' option. A red warning message is visible: 'Invitation Approval Required. Approved deadline is 09/20/2007 6:00 PM Eastern. Trip will be automatically cancelled not approved by then.'

Trip Name/Description	Locator	Status	Start Date	End Date
Trip from Charlotte to Phoenix	MCGXTI	Invitation Approval Required	11/12/2007	11/15/2007

Select the person you wish to share with by clicking the search button and entering the traveler's last name. Travel planners will see their travelers listed in the drop down box. Add any notes you would like to appear on the email and then click share trip.

The 'Share Trip' dialog box is shown. It includes a search field for 'Share this trip with:' with a dropdown menu set to 'Me' and a 'Search' button. Below is a table with trip details. There is a text area for 'Invitation comments' and checkboxes for 'Include Itinerary in email' and 'Send my email as' (HTML and Plain-text). 'Cancel' and 'Share Trip' buttons are at the bottom.

Trip Name	Fare Quote	Locator	Start Date	End Date
Trip from Charlotte to Phoenix	\$457.30	MCGXTI	11/12/2007	11/15/2007

This is another instance of the 'Share Trip' dialog box. It features a search field for 'Share this trip with:' with 'OK' and 'Cancel' buttons. Below is a table with trip details. There is a text area for 'Invitation comments' and checkboxes for 'Include Itinerary in email' and 'Send my email as' (HTML and Plain-text). 'Share Trip' and 'Cancel' buttons are at the bottom.

Trip Name	Fare Quote	Locator	Start Date	End Date
Trip from Omaha to Chicago	\$183.09	LDDR30	04/21/2008	04/22/2008

When you have found the traveler you wish to share the trip, click OK then Share Trip button

Share Trip

Share this trip with:

chandler dalton
 techsolutions@tandt.com

Trip Name		Locator	Start Date	End Date
Trip from Omaha to Chicago	\$183.09	LDDR30	04/21/2008	04/22/2008

Invitation comments

☒ Include Itinerary in email
 Send my email as ☒ HTML ☐ Plain-text

Here is an example of the email invite for the shared trip. To book the trip you can log into Cliqbook. Once in Cliqbook you will be able to accept or hide the trip.

From: Concur [Travel@concursolutions.com] Sent: Fri 2/18/2011 1:38 PM
 To: Technology Solutions
 Cc:
 Subject: William Never has invited you to share a trip named "Trip from Newark to Atlanta."
 Attachments: EWR-ATL.ics (7 KB); ATL-EWR.ics (7 KB)

This itinerary emailed by request of William Dalton Never (gchandler@tandt.com) on 2/18/2011 2:38:09 PM

William Never has invited you to share a trip named "Trip from Newark to Atlanta". You can either view the trip itinerary or book a copy of it.
 Login to Concur. Your invitations will appear under the Travel Information Section.

Invitation comments from William Never

Travel and Transport
 402-399-4500

Apr 11 - Apr 12

Trip from Newark to Atlanta
 Comments to Agent: Test Ticket
 Trip Record Locator: EXWKMC Created on: 02/18/2011 at 2:38 PM
 Passengers: Never, William Cope.

Monday Apr 11, 2011

Air

Newark, NJ (EWR) to Charlotte, NC (CLT)

Selected Ticket Delivery: E-Ticket if possible

Charlotte Douglas Intl Arpt (CLT) to Sky Harbor Intl Arpt (PHX)

Flight: Flight # 1505 Economy (S) Airbus A321

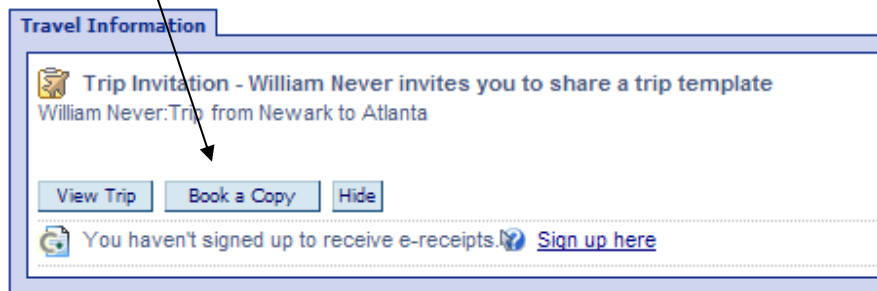
Departs:	Charlotte Douglas Intl Arpt (CLT)	Mon 11/12/2007 at 7:45 AM
Arrives:	Sky Harbor Intl Arpt (PHX) Terminal: 4	Mon 11/12/2007 at 9:59 AM
Status:	Confirmed	Ticketing: E-Ticket
Stops:	Nonstop	Meal: Food for purchase
Duration:	4 hours, 14 minutes	Fit Miles: 1771
Airline Record Locator:	EY0W07	
Seat #:	06A (Confirmed)	

Sky Harbor Intl Arpt (PHX) to Charlotte Douglas Intl Arpt (CLT)


Flight: Flight # 1546 Economy (S) Airbus A321

Departs:	Sky Harbor Intl Arpt (PHX), Terminal: 4	Thu 11/15/2007 at 2:50 PM
Arrives:	Charlotte Douglas Intl Arpt (CLT)	Thu 11/15/2007 at 8:55 PM
Status:	Confirmed	Ticketing: E-Ticket
Stops:	Nonstop	Meal: Food for purchase
Duration:	4 hours, 5 minutes	Fit Miles: 1771
Airline Record Locator:	EY0W07	
Seat #:	06A (Confirmed)	


If you would like to book the trip click on accept invitation.



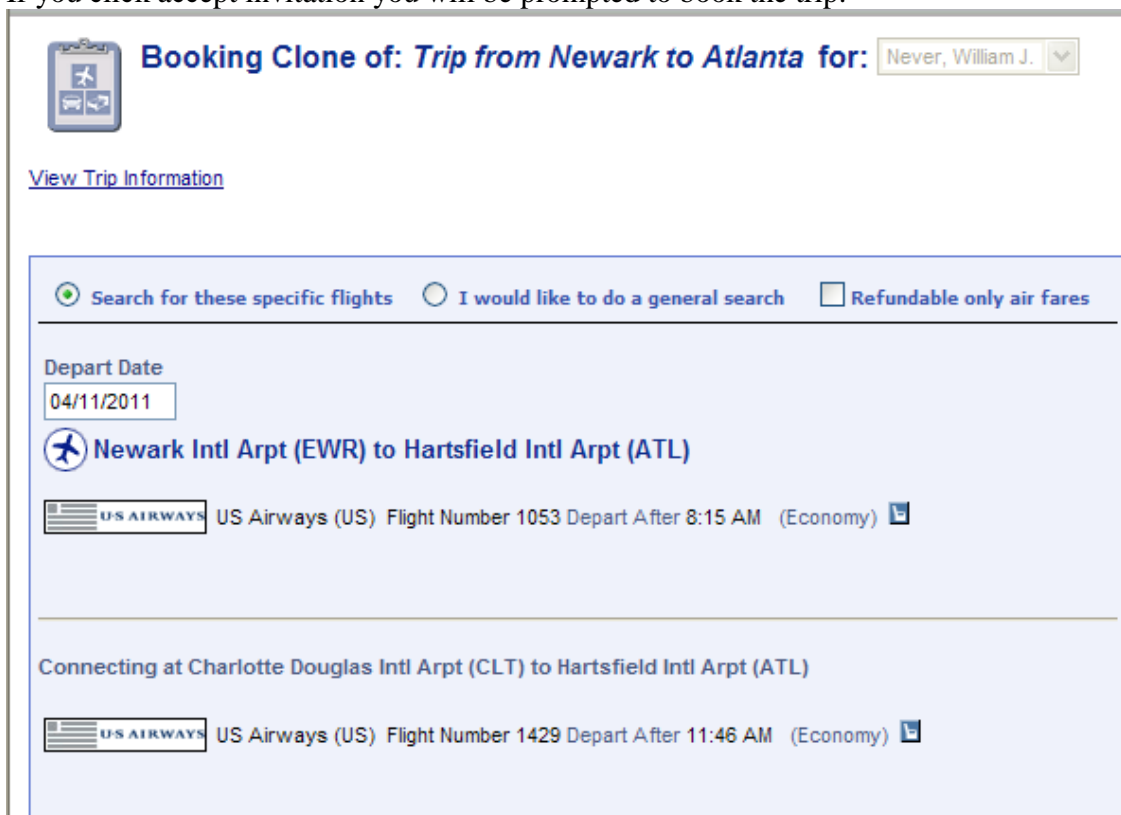
Travel Information


 **Trip Invitation - William Never invites you to share a trip template**
William Never: Trip from Newark to Atlanta

[View Trip](#) [Book a Copy](#) [Hide](#)

 You haven't signed up to receive e-receipts. [Sign up here](#)

If you click accept invitation you will be prompted to book the trip.






 **Booking Clone of: Trip from Newark to Atlanta for:** Never, William J. ▼

[View Trip Information](#)



☒ Search for these specific flights ☐ I would like to do a general search ☐ Refundable only air fares

Depart Date

 **Newark Intl Arpt (EWR) to Hartsfield Intl Arpt (ATL)**

 **US Airways (US) Flight Number 1053** Depart After 8:15 AM (Economy) 

Connecting at Charlotte Douglas Intl Arpt (CLT) to Hartsfield Intl Arpt (ATL)

 **US Airways (US) Flight Number 1429** Depart After 11:46 AM (Economy) 

If you click hide, the trip will be removed from your screen.